

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0728358

DATE POSTED: 12/16/13

POSITION NO: 242790

CLOSING DATE: 12/30/13

POSITION TITLE: Programs and Projects Specialist

DEPARTMENT NAME / WORKSITE: Department of Behavioral Health Services/Gallup Detoxification Services

WORK DAYS: Sun. - Sat. REGULAR FULL TIME: ☐ GRADE/STEP: Y63A

WORK HOURS: 80 hrs. PART TIME: ☐ NO. OF HRS./WK.:            \$ 17.30 PER ANNUM

SEASONAL: ☐ \$ 35,984.00 PER HOUR

TEMPORARY: ☒ NTE: 03/31/2014 (extensions possible)

**DUTIES AND RESPONSIBILITIES:**

Provides assistance to Department of Behavioral Health Services (DBHS) special project management for social detoxification services in analyzing, developing, & achieving short & long term goals & objectives; carries out a share of work performed at the senior level to deliver appropriate & safe detoxification services; resolves all but the most demanding management & administrative problems that are fairly standardized; advises in the development of social detoxification program activities; acquaints senior management staff of the overall problems confronting detoxification program services

Provides essential DBHS social detoxification program services representation to other Navajo Nation or DBHS agencies to coordinate detoxification services; Explains detoxification program policies & procedures, activities & services, & coordination with all detoxification components to deliver appropriate & safe services; Reviews, drafts, & edits policies & procedures for detoxification services; identifies funding sources & requirements; coordinates schedules, develops & evaluates contract & grants information for detoxification services; prepares grant reports assists with related training to detoxification service staff

Assists senior management in the development of budget proposals for DBHS social detoxification services; performs a variety of administrative functions including drafting of budget guidelines & justifications, assists in monitoring expenditures & approvals, maintains budget records of grants received, reviews contract issues & plans, prepares reports, correspondence & presentations related to detoxification program activities; evaluates & issues reports on progress; prepares analysis of detoxification activities & results.

Attends a variety of department meetings; represents social detoxification program & coordinates activities by serving as a liaison to Navajo Nation agencies & the public including non-tribal organizations; maintains communications with private & public funding sources, assists with the preparation of meetings & events; serves on committees & task forces & performs special assignments as required.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A Bachelor's degree in Public or Business Administration or a closely related field and four (4) years of program related administrative experience or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(Prefer Detoxification management experience)**

***(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles & practices of public administration, procedures, & practices; knowledge of Navajo Nation, federal, & New Mexico state laws, regulations & guidelines governing aspects of tribal operations relative to DBHS program/project responsibilities; knowledge of budget & reporting systems, program analysis and performance measures; knowledge and application of the New Mexico Detoxification Act for detoxification services; and knowledge of detoxification operational activities, mission and client service requirements.

Skill in developing & analyzing program operating systems, procedures, controls, budgets, & forecasts; skill in preparing and developing documents and reports, computer databases and spreadsheet files and skill in oral and written communication.

**Special Requirements:**

Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, First Aide and CPR certification.

**Position requires a background check and suitability assessment prior to employment.**

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**